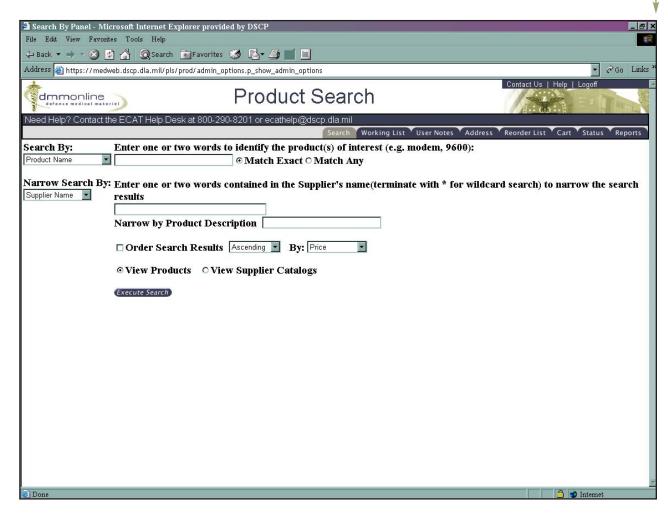
LESSON 2: Using the Product Search Feature Objectives

At the conclusion of this lesson, you will be able to:

- *** Define the Product Search** feature.
- ** Identify which option in the "Search By" listbox is appropriate for the search to be performed.
- Search for products and product information in the ECAT database.
- **Filter data from the ECAT database.**



2.1 What is the Product Search feature?

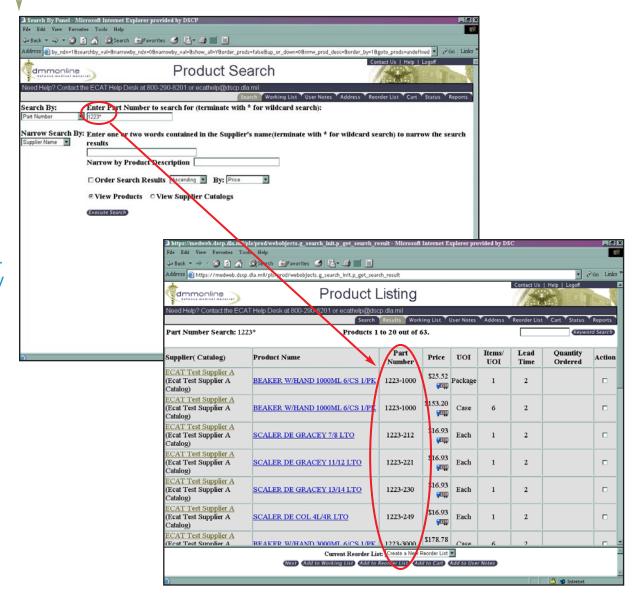
The **Product Search** feature is a method of searching for the products you are looking for in the ECAT database so later you can compare different suppliers' prices, product features, and delivery conditions before you make a purchase. It is the starting point for almost every action you perform in ECAT.

2.1.1 How to filter data

Filtering is a method of narrowing your search results by looking for more specific data from the database. For example, instead of searching the ECAT database for just "gloves", which could return 2000 results, you could search for "vinyl gloves" which could return 200 results. In ECAT you can filter data by using a **wildcard** or the **Narrow Search** features.

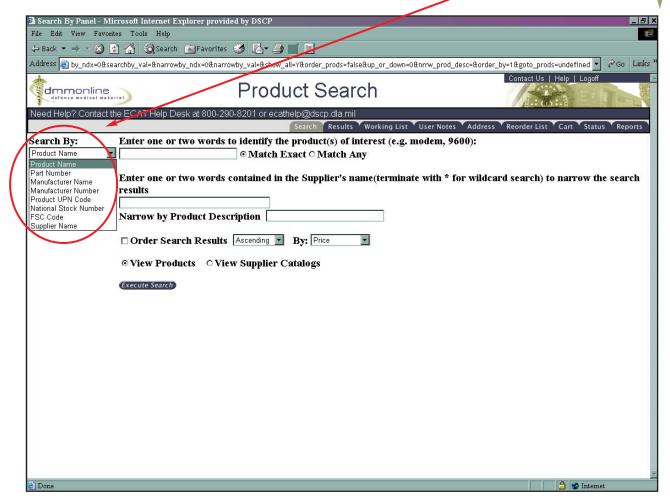
2.1.2 Wildcards

In computers, a **wildcard** is a special symbol that can stand for multiple characters. A **wildcard** expands your search capability by returning products that begin with a specific character set and end with different ones. The wildcard used in ECAT is the asterisk (*). Examples of the wildcard's use will be given throughout the next several lessons.



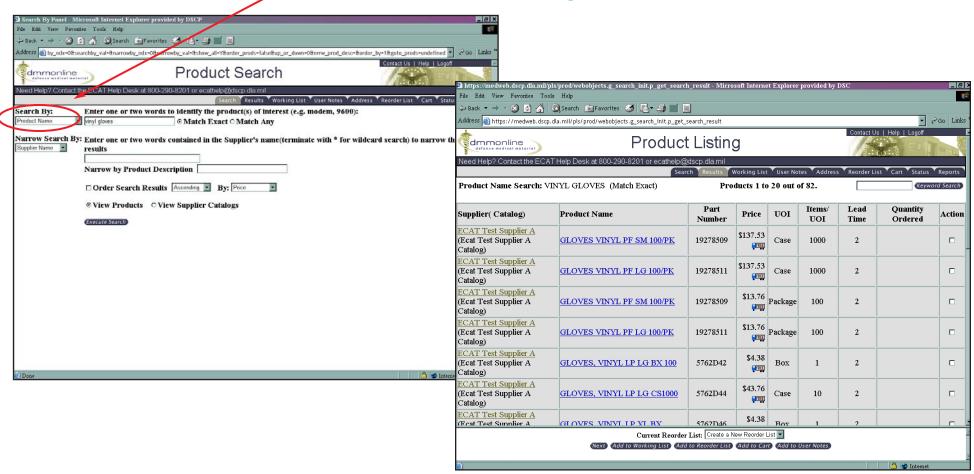
2.2 Search by the options in the 'Search By' listbox

The **'Search By'** listbox shows the options available for you to choose from to search for products in ECAT.



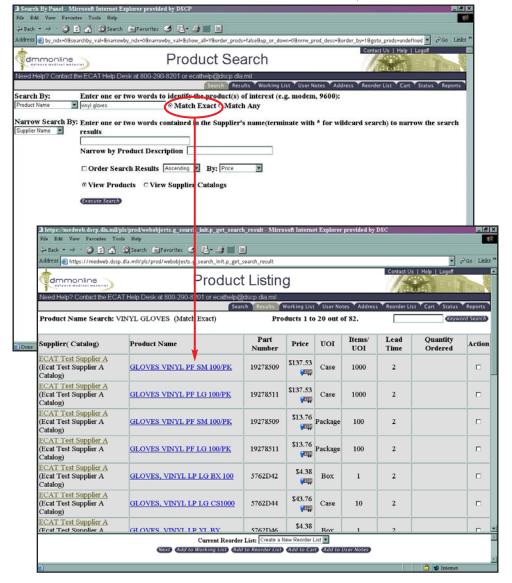
2.2.1 Product Name Search

The **Product Name Search** allows you to search for the product by its name. You can enter either one or two words that identify the desired product. The result of your search is returned on the **Product Listing** screen.



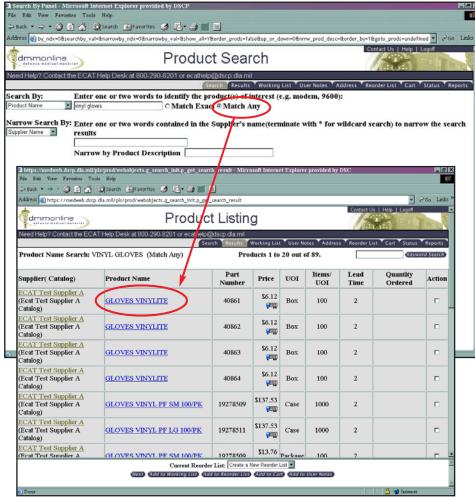
2.2.1.1 Match Exact Option

The **Match Exact Option** returns results where the product name matches the exact phrase used in the search box.



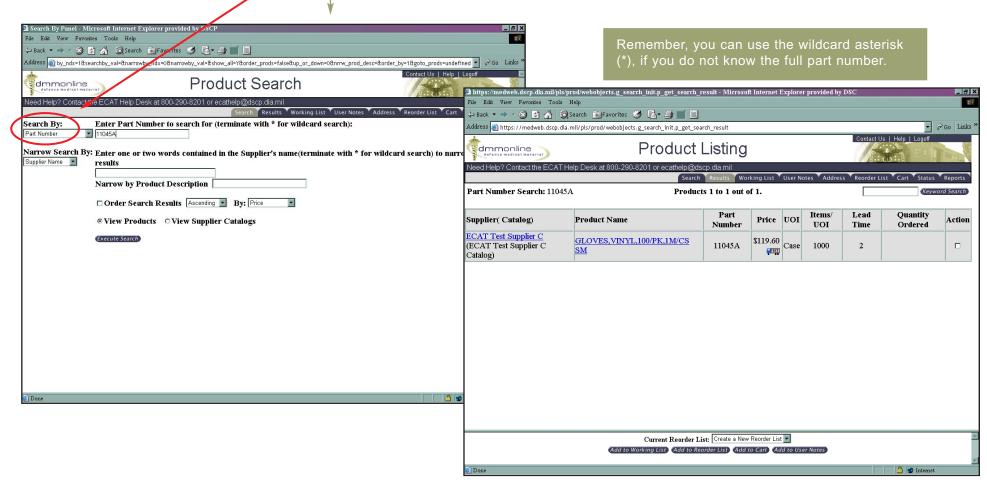
2.2.1.2 Match Any Option

The **Match Any Option** returns results where the phrase used in the search box appears anywhere in the product name.



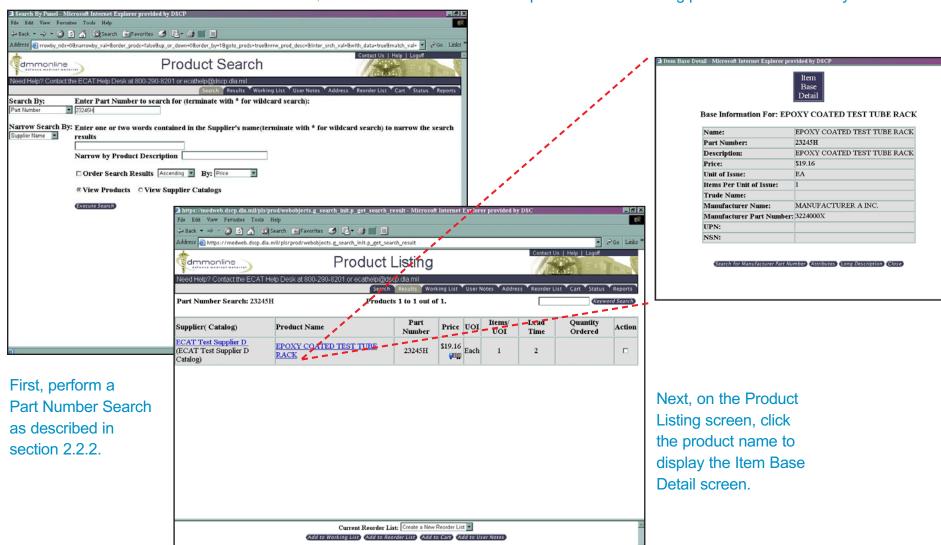
2.2.2 Part Number Search

The **Part Number Search** is used to search by the part number of the item you are looking for in ECAT. This part number is provided by the ECAT supplier, not the Manufacturer.

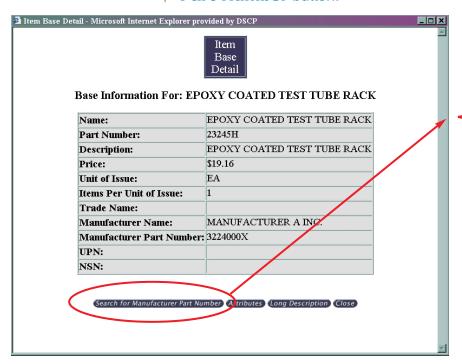


2.2.2.1 Use the Part Number Search to Find All Products

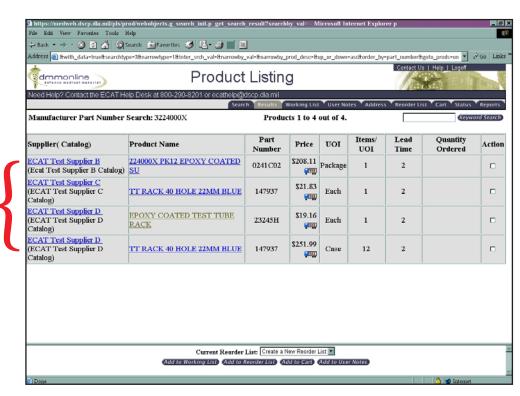
If you know the part number of one product in the ECAT database, you can use the **Part Number Search** to find all products with matching part numbers offered by ECAT vendors.



Then, on the Item Base Detail Screen, click the **Search for Manufacturer Part Number** button.



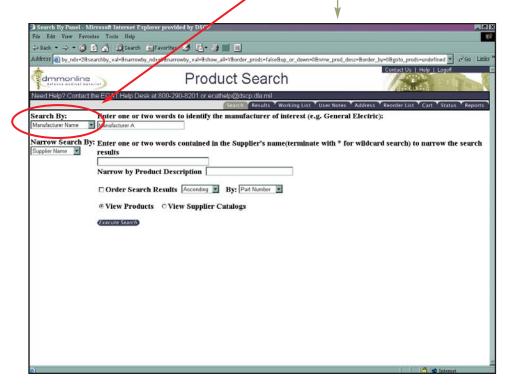
Note: Sometimes, manufacturer part numbers will match, but the products will not be equivalents. To check equivalency, you can place the items on your Working List and compare them. This process is described in Lesson 3.

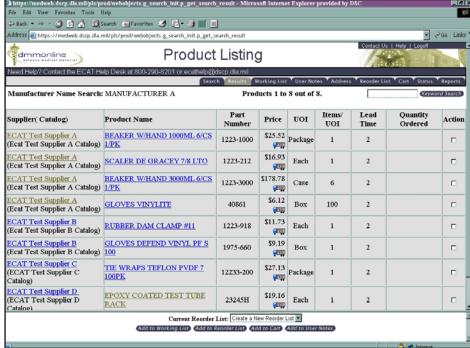


Finally, a new Product Listing screen displaying all products with matching part numbers will open.

2.2.3 Manufacturer Name Search

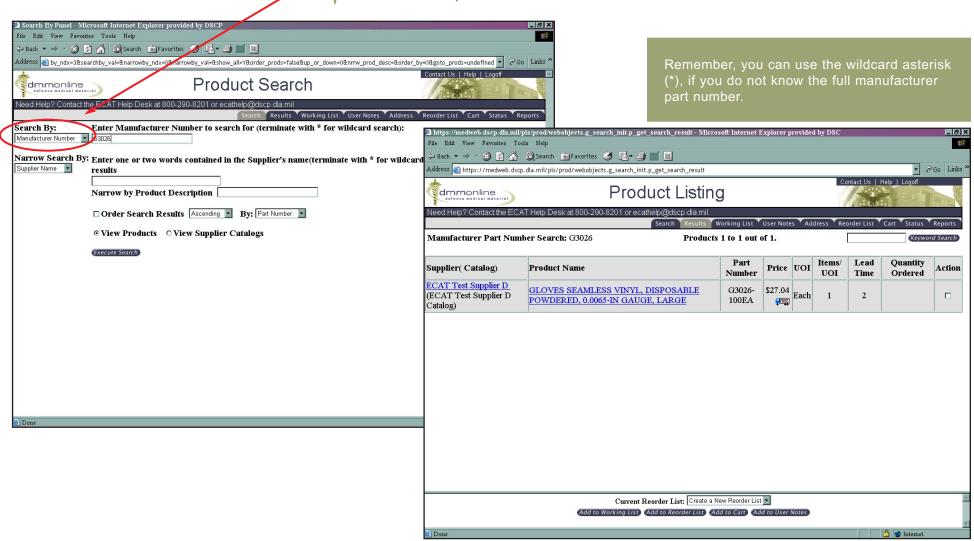
The **Manufacturer Name Search** is used to search for the products made by a particular manufacturer.





2.2.4 Manufacturer Number Search

The **Manufacturer Number Search** allows you to search for products using the manufacturer's part number.

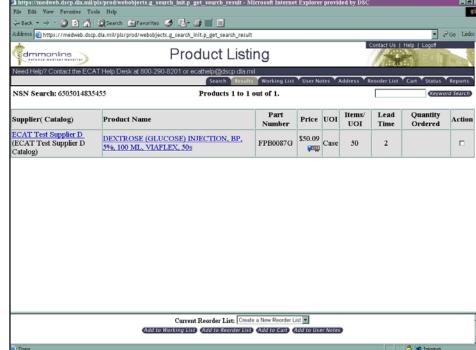


2.2.5 National Stock Number Search

The **National Stock Number (NSN)** search is used to search by the product's NSN. Not all suppliers provide NSNs, so even if a search by NSN does not return any results, it is possible that the item may still be in ECAT. A search by another parameter for the same NSN could yield a match.

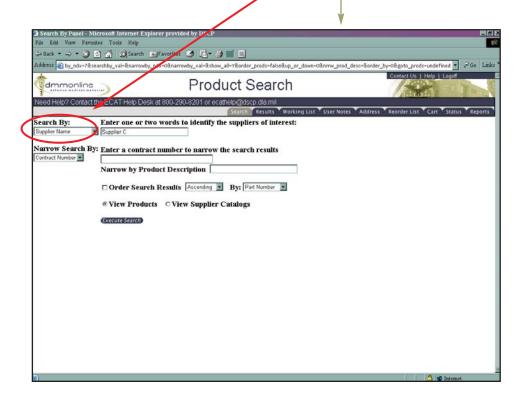


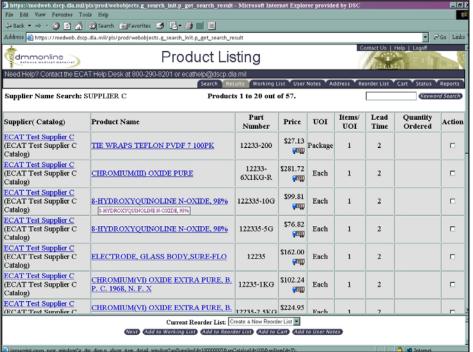
Remember, you can use the wildcard asterisk (*), if you do not know the full NSN.



2.2.6 Supplier Name Search

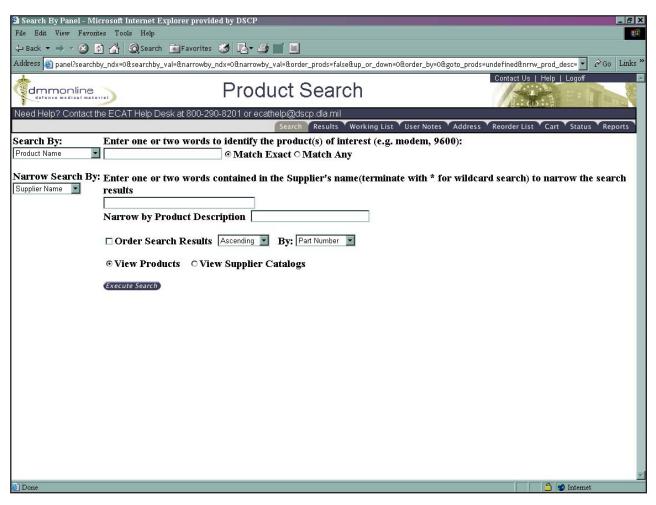
The **Supplier Name Search** is used to search for all the products by a particular supplier.





2.3 Apply Search Parameters

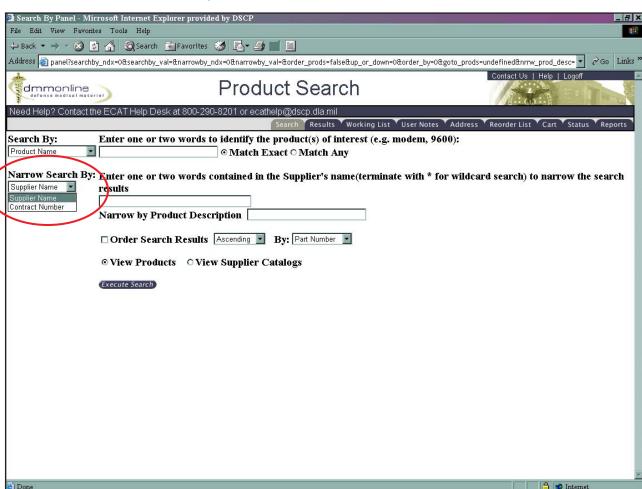
The **Search Parameters** are the options found on the bottom part of the Product Search page. They are used to customize your search results. By applying the search parameters in different combinations, you can receive a result set more customized to your business needs.



Search Parameters

2.3.1 Narrow Search By

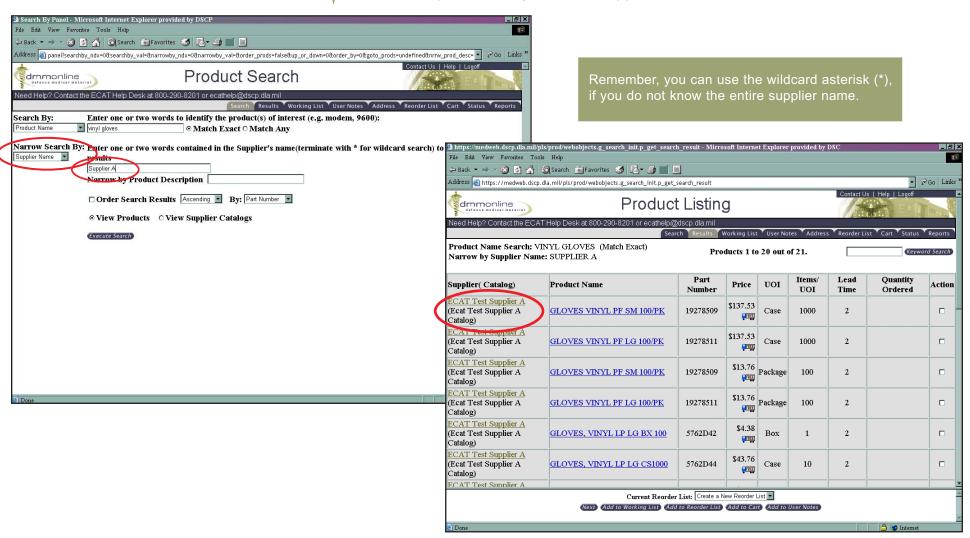
The **Narrow Search By** feature allows you to filter your results either by a specific supplier or by a specific contract. This feature is used in combination with the "Search By" box above it to further refine your result set.



Narrow Search By Feature

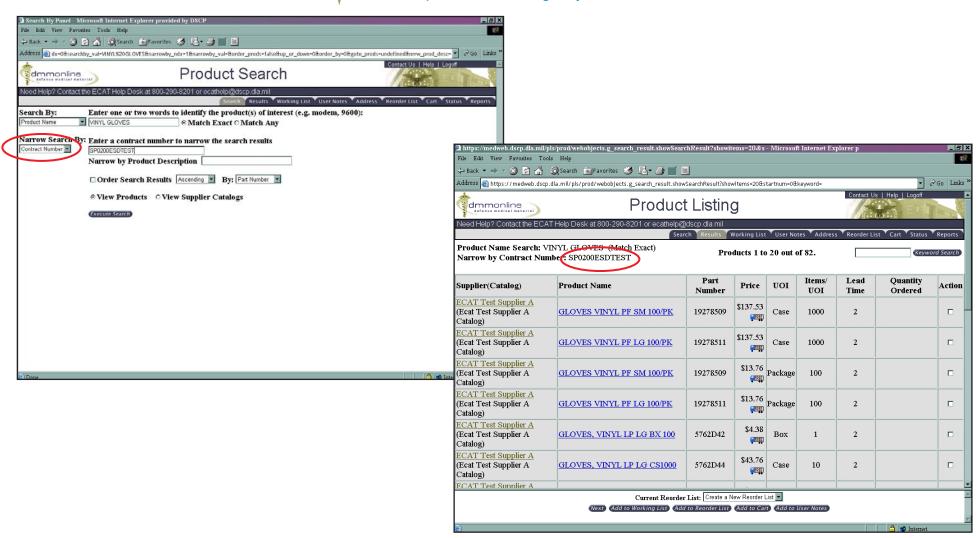
2.3.1.1 Supplier Name

Choose Supplier Name in the Narrow Search By box and type in a supplier's name to search for products only from that supplier.



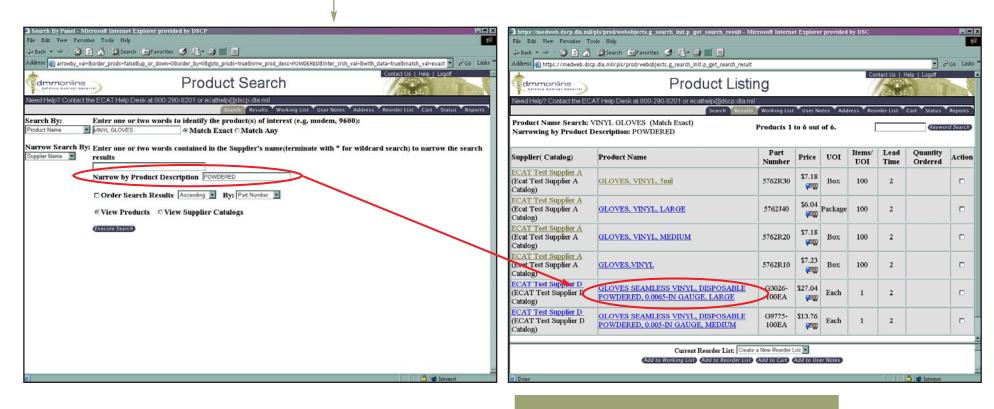
2.3.1.2 Contract Number

Choose Contract Number in the Narrow Search By box and type in a contract number to search for products including only that contract number.



2.3.2 Narrow by Product Description

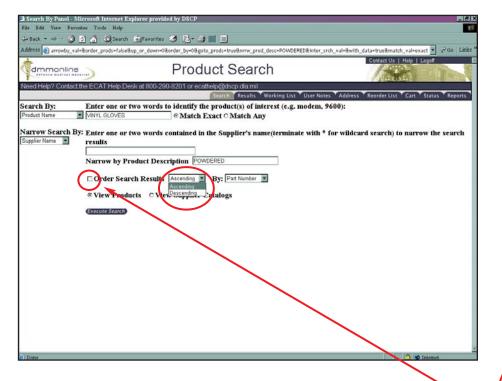
The **Narrow by Product Description** feature allows you to further refine your search and customize your result set by adding more details that must appear in the desired products' descriptions. You can enter up to two words in this field to narrow your search.

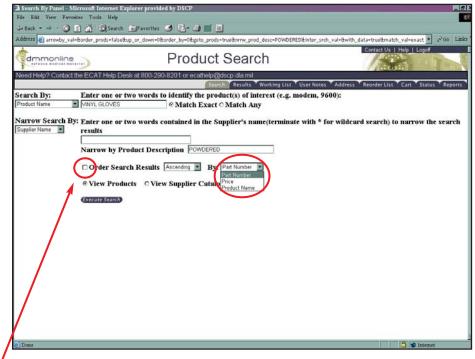


You can narrow the search by both the supplier's name and the product description by filling in both fields!

2.3.3 Sequencing Options

The **Sequencing Options** allow you to order your search results in either Ascending or Descending order by Part Number, Price or Product Name. First, click the **Order Search Results** checkbox. Then, choose **Ascending Order** to return results listed with the smallest part number, lowest price, or alphabetically first product name at the beginning of the result set. Or, choose **Descending Order** to return results with the largest part number, highest price, or alphabetically last product listed first.

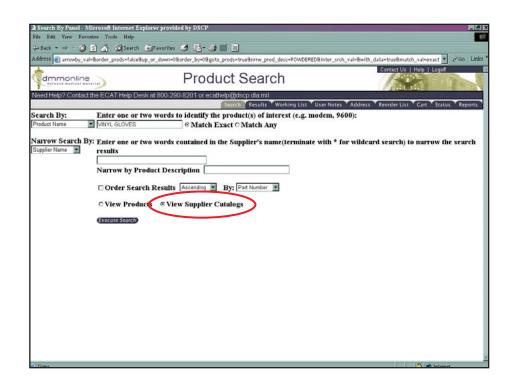


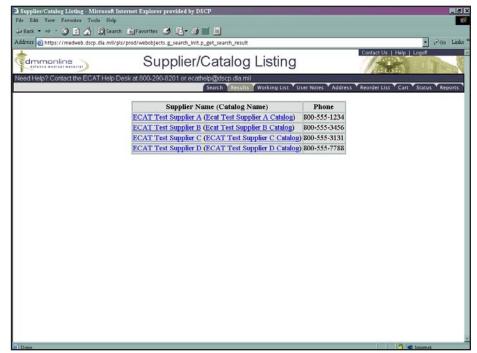


Order Search Results checkbox

2.3.4 View Products/ View Supplier Catalog Option

After you have entered your search criteria, you have the option of viewing the products or viewing the suppliers of those products. All the previous examples have demonstrated the **View Products** feature. If instead you want to see which suppliers carry the products you search for in ECAT, choose the **View Supplier Catalogs** option to display the results on the following screen.







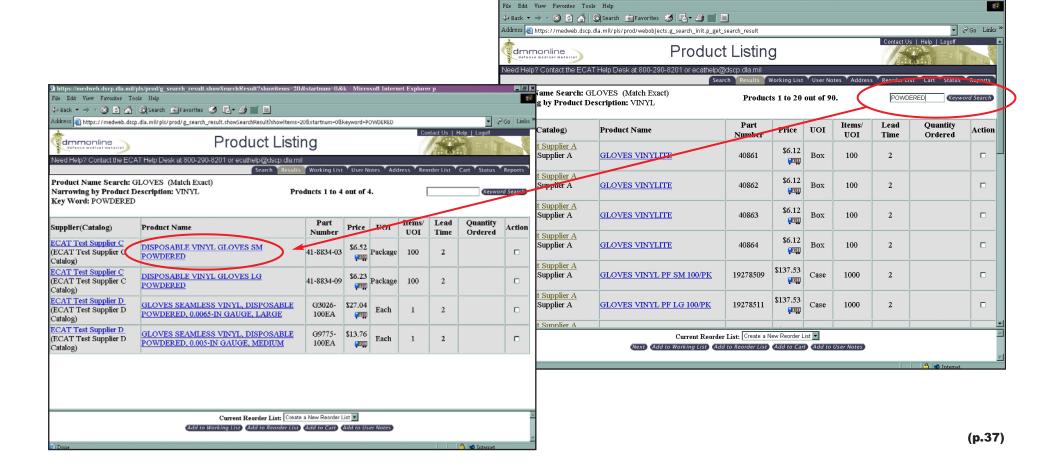
2.4 Display results of the search on the Product Listing screen

There are various features and links on the **Products Listing** screen that provide further information about the suppliers and the products.

2.4.1 Keyword Search

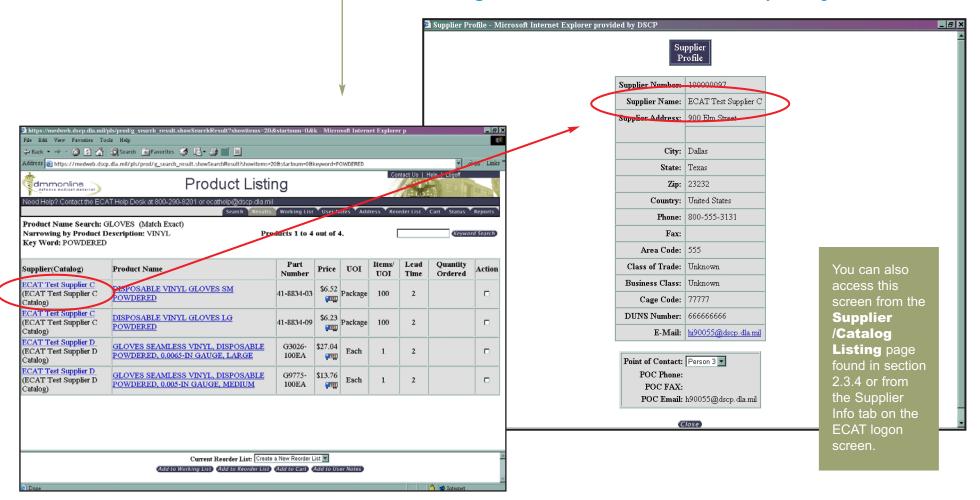
After you perform a search on the database, you can use the **Keyword Search** to further filter your results. Enter your search criteria and then click the **Keyword Search** button.

https://medweb.dscp.dla.mil/pls/prod/webobjects.g_search_init.p_get_search_result - Microsoft Internet Explorer provided by D



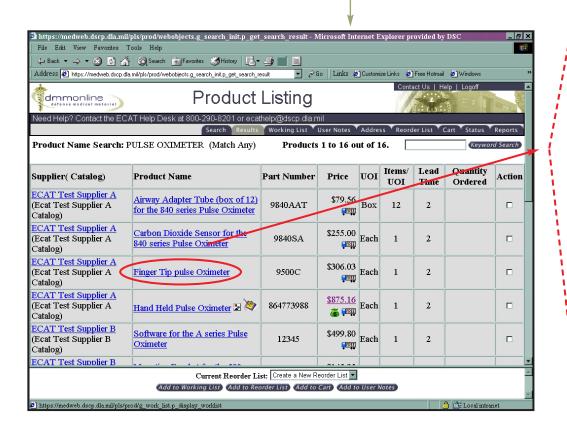
2.4.2 View Supplier Information

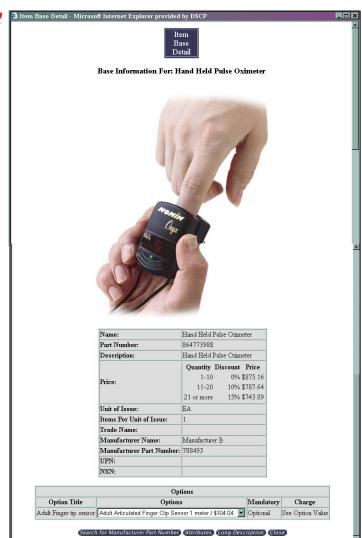
To receive additional information about a supplier, click the Supplier's name on the **Product Listing Screen**, which can also be accessed by clicking the Results tab.



2.4.3 View Product Details

To receive additional information about the product, click the product's name in the **Product Listing** screen, which will open the Item Base Detail window.



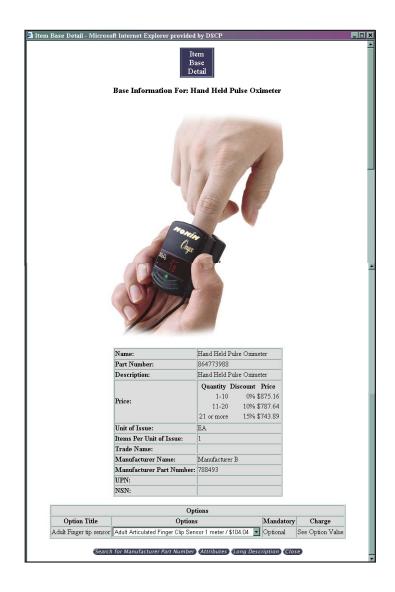


2.4.3.1 Item Base Detail Window

The Item Base Detail window provides you with additional information about the product, including its name, part number, description, price, unit of issue, items per unit of issue, trade name, manufacturer name, manufacturer's part number, UPN, and NSN.

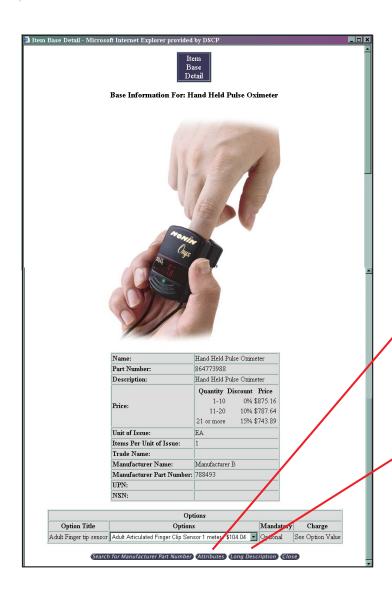
There are four buttons at the bottom of this window.

- The Search for Manufacturer Part Number button launches a search for all products with the same manufacturer part number. (See section 2.2.2.1)
- The **Attributes** button opens the Item Attributes window, which is displayed on the next page of this manual.
- The Long Description button opens the Item Long Description window, which is displayed on the next page of this manual.
- The Close button closes the Item Base Detail window.

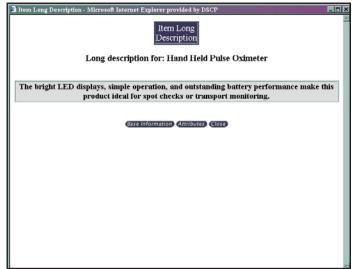


Item Attributes Window

Item Base Detail Window



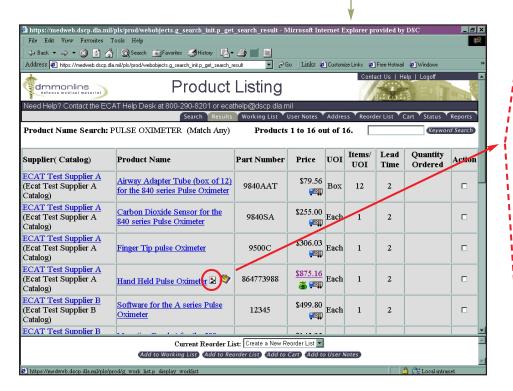


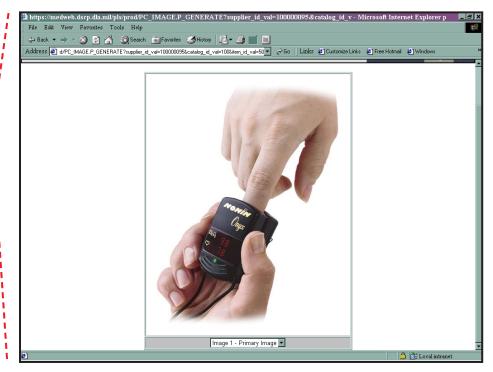


Item Long Description Window

2.4.3.2 Item Image Window

Certain items have images associated with them that you can view by clicking the icon next to the item's name on the Product Listing Screen.





To close the Images window, click the X in the upper right corner of the window.

1. What is the Product Search Feature?

- a. A method of searching for user information in the ECAT database
- b. A method of searching for DoDAAC information in the ECAT database
- c. A method of searching for the products you are looking for in the ECAT database
- d. A method of searching for the shipping information you need in the ECAT database

2. In computers, what do you call a special symbol that can stand for multiple characters?

- a. Icon
- b. Wildcard
- c. Compound character
- d. Narrow Search

3. What is the best method of searching for all products with the same Manufacturer Part Number in ECAT, assuming you did not already have the part number?

- a. Search for a product using a different parameter, click the product's name on the Product Listing screen, and click the Search for Manufacturer Part Number button on the Item Base Detail screen
- b. Search for a product using a different parameter, click the supplier's name on the Product Listing screen, and click the Search for Manufacturer Part Number button on the Item Base Detail screen
- c. Search for a product using a different parameter and click the Search for Manufacturer Part Number button on the Item Base Detail screen
- d. Search for a product using a different parameter, click the product's name on the Product Listing screen, and click the Attributes button

4. Which of the following is NOT a Search Parameter in ECAT?

- a. Narrow Search By
- b. Order Search Results
- c. View Supplier Catalogs
- d. Product Search

5. Which of the following is a valid product name search in ECAT?

- a. Vinyl gloves
- b. Powdered, Vinyl Gloves
- c. Large, Powdered, Vinyl Gloves
- d. Large, White, Powdered Vinyl Gloves

6. What does it mean to filter data?

- a. To improve the accuracy of the data
- b. To narrow your search results by looking for more specific data from the database
- c. To compare products in the database based on specific parameters
- d. To sort from highest to lowest price

7. Which of the following special characters is used to perform a wildcard search in ECAT?

- a. %
- b. #
- c. &
- d. *